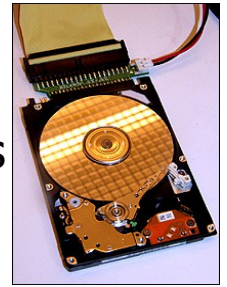


Backups and why you should (Windows 7)

1. Your computer data such as documents, music, photos and programs are stored magnetically on a device called a hard drive. It is made of a series of spinning discs which are accessed to store or retrieve the data when needed. Hard drives are not perfect and don't last for ever. When the computer can't find what it wants on the hard drive it stops working properly and this is what is known as a "crash".



©BBC

2. Even the Pass IT On administration computer hard drive crashed when all the data appeared to be lost. This is what Sandy felt like!



©PCWORLD

3. Files on the hard disc can become corrupted and can't be recognised by the computer so to avoid losing that music whose master CD you've lost or that photo which you've just wiped from the camera memory, a copy called a **backup** is made. When the master data is lost the **backup** can be accessed to retrieve it.



4. It is sometimes possible to retrieve all or some of the lost data from the hard drive but it can take a long time (2 full days for Pass IT On).

PTO

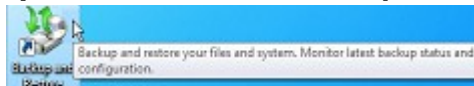
5. There are 2 sorts of **backup**.

The **first** is just a duplicate copy of the data stored in a different place on the hard drive. This can be done simply by copying each file into a **backup** folder which you can create and which will be held on a different part of the hard drive. However this will only be any good if the hard drive is not completely corrupted.

6. The **second** sort of **backup** is a copy saved on a separate medium eg CD, DVD or Memory stick or even Cloud (storage via the internet in a data centre). To do this you need to establish whether you have the Windows 7 Backup and Restore facility installed. If it is you may have the Backup icon visible



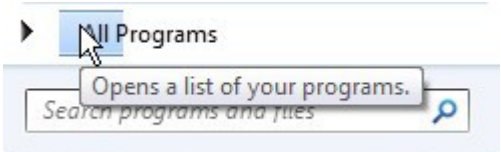
either  on your Desktop



or on your Start Menu 

or listed when you double click on Programs and Features  in the Control Panel.

or you may have to access the program from the Start Menu by left-clicking on Start 

then All Programs 

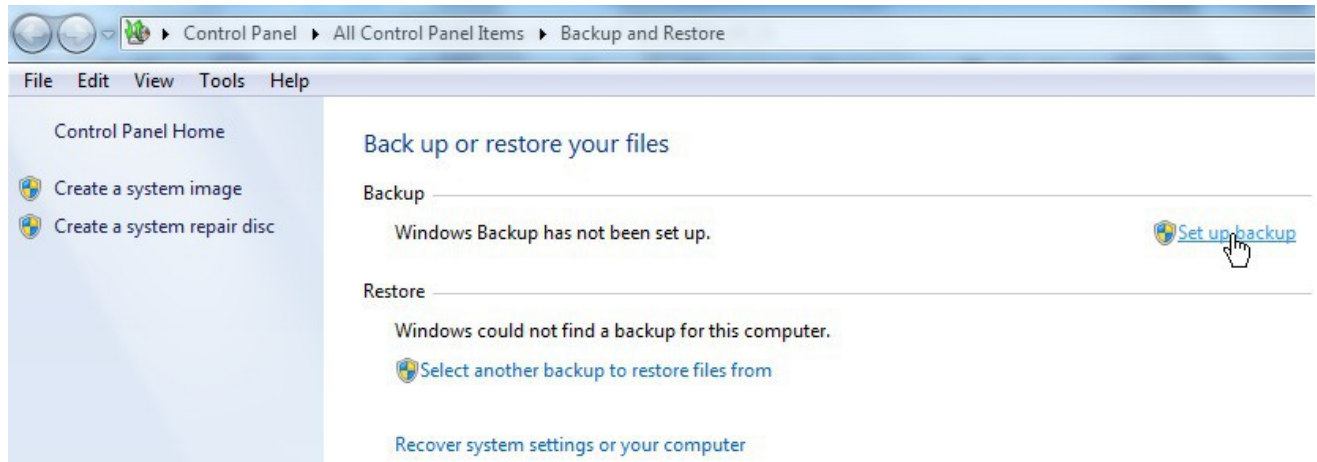
then the folder Maintenance 

then on Backup and Restore 

7. If the facility is not present then you will need to load it by accessing it from the Control Panel as follows:-

Left-click on Backup and Restore  Backup and Restore.

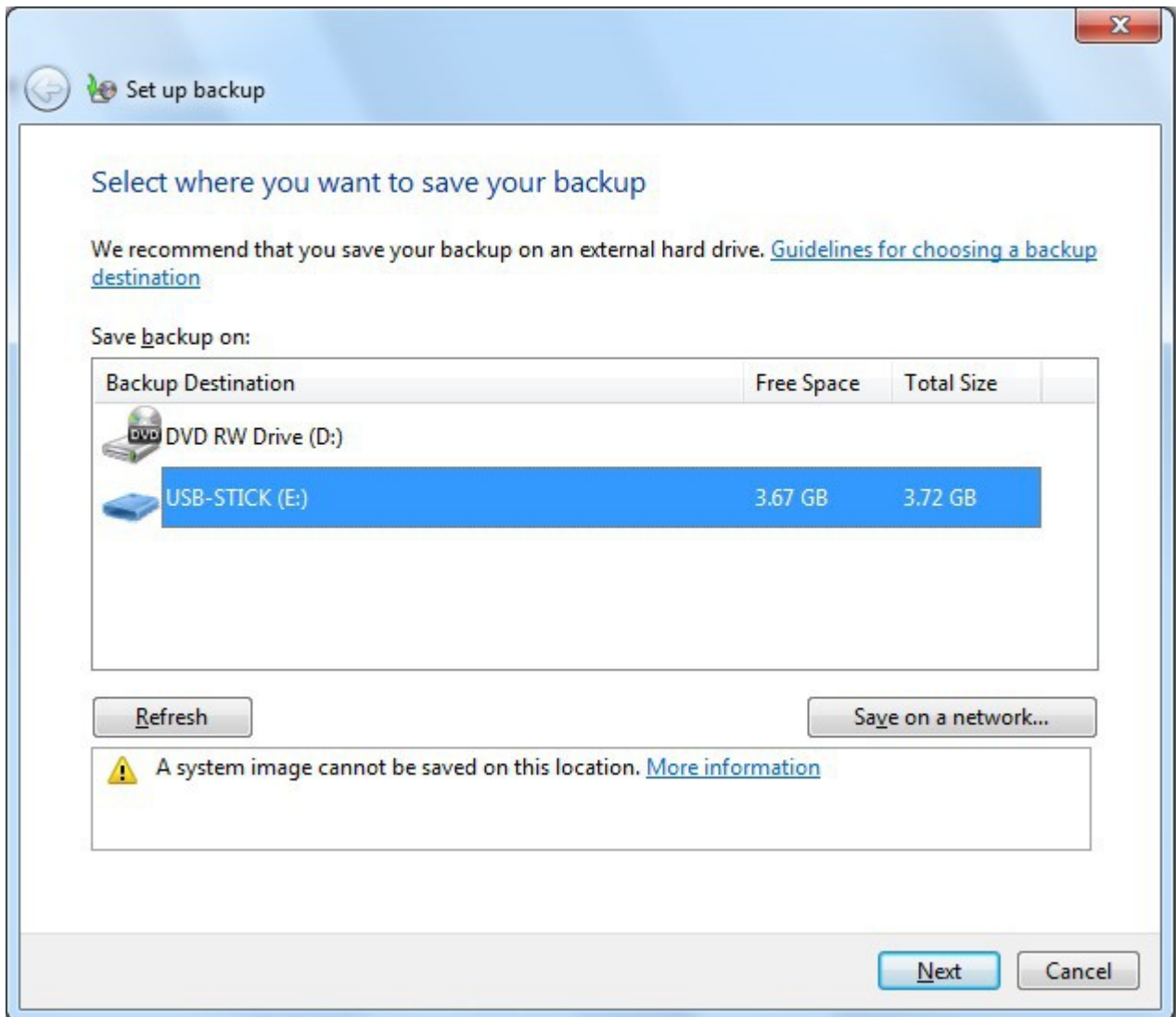
You will be given a screen like this. Left-click on "Set up backup".



You will see a screen saying "Please wait while Windows Backup starts". Note that if this has been done before you will get a different screen.

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8. Then you will be given a screen like this which gives you a choice of Backup Destination with an external drive preferred. It shows whichever Drive that's installed in your Computer (in this case DVD RW Drive (D:)) and if you plug in a memory stick, or external hard drive, into a USB port it will show that too (memory stick USB-STICK (E:) shown here selected).



You will need to make sure that the device has enough storage space for what is to be backed up.

To check, right-click on the device in Computer and then left-click on Properties to see what Free space is available.

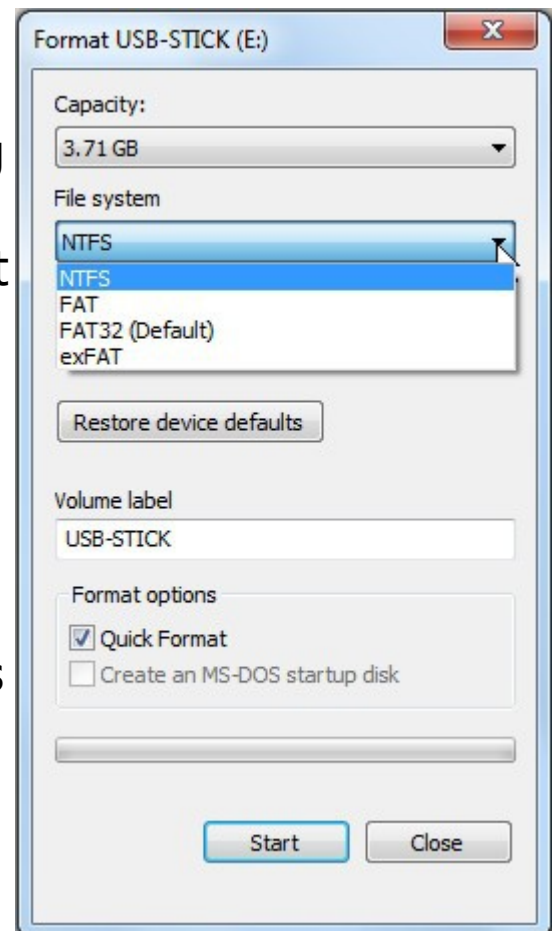


You will also need to ensure that the device has been formatted as NTFS.

To check, right-click on the device in Computer and then left-click on Format...

File System should show NTFS.

If it doesn't then select NTFS from the dropdown menu and if you're happy that there's nothing on the device that you wish to retain left-click on Start to format the device.



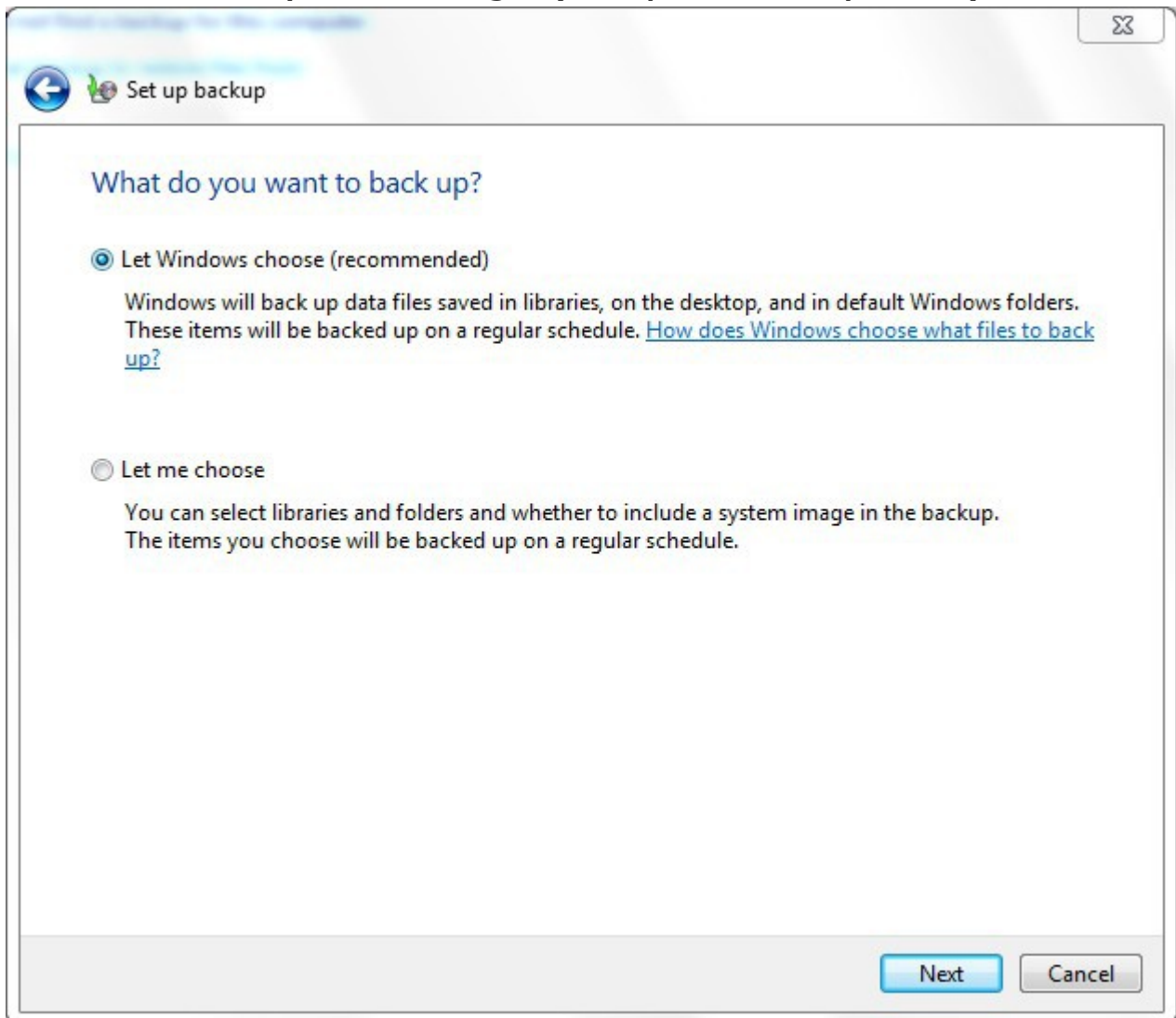
If you are unsure what device to choose then left-click on "Guidelines for choosing a backup destination" to get advice. Windows advice suggests that an external hard drive is best and other devices have limitations.

You are also given the option of "Save on a network" in which case you can Browse to choose where. After choosing then left-click on Next.

PTO

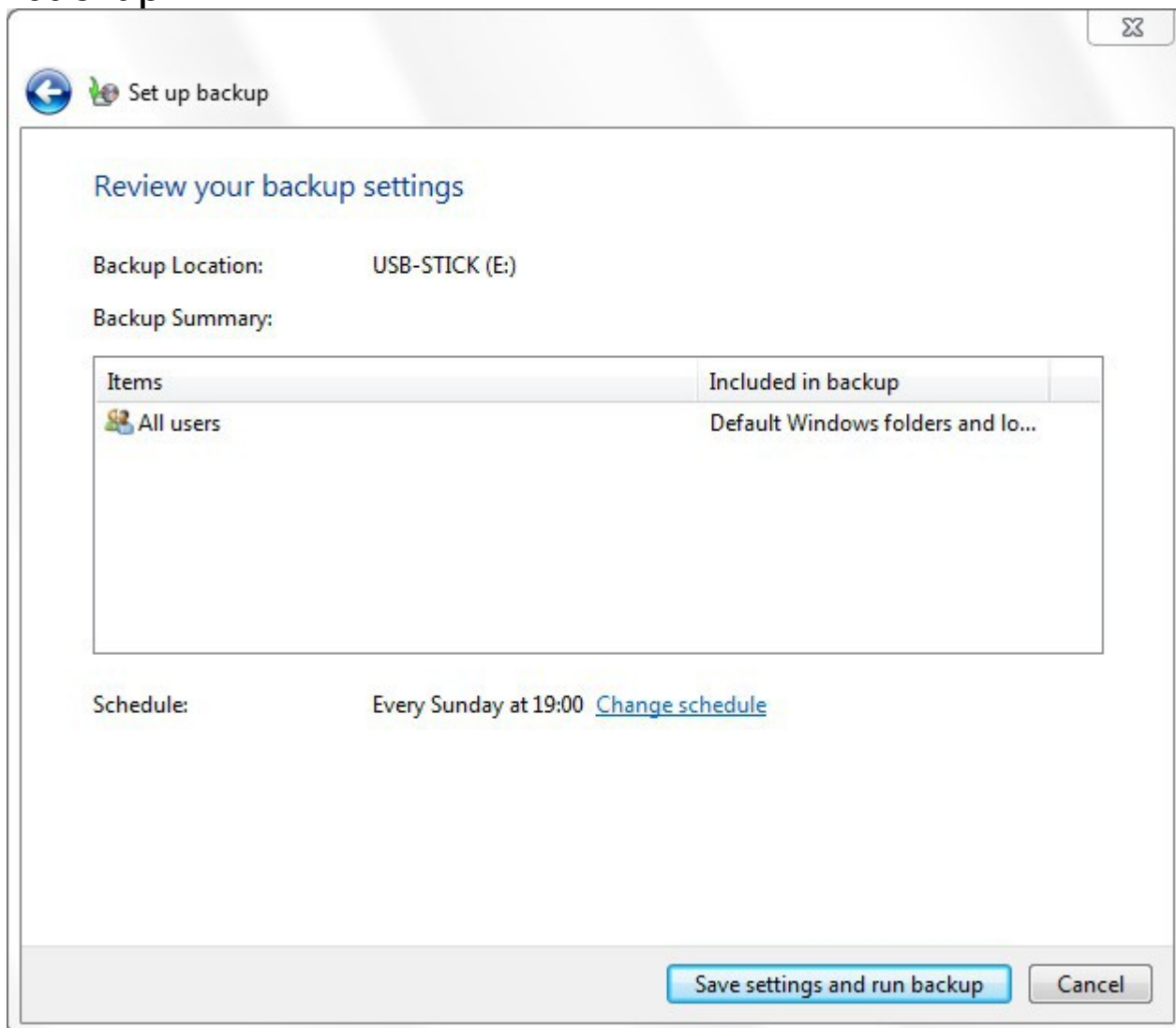
9. You will be given the option to let Windows choose what is backed up (which is recommended), or to choose yourself by left-clicking the appropriate button. If you want to ensure that your **backup** includes a System Image (an exact copy of your drive) choose the former. If you are unsure what to choose then left-click on "How does Windows choose what files to back up". When you've chosen left-click on Next.

A System Image can be created on its own by left-clicking on Create a system image (see picture in para 7).



Note that the **backup** facility sets a regular schedule for backing up.

10. You will then be given the opportunity to review what's been chosen and change when the **backup** happens. Then to initiate the **backup** left-click on "Save settings and run backup".



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A "Backup in progress..." message appears. Note that the **backup** may take some time.

Back up or restore your files




Backup in progress...

[View Details](#)

Backup

Location: USB-STICK (E:) [Back up now](#)

 3.72 GB free of 3.72 GB

Backup size: Not Available
[Manage space](#)

Next backup: In progress...

Last backup: Never

Contents: Files in libraries and personal folders for all users

Schedule: Every Sunday at 19:00
[Change settings](#)

Restore

You can restore your files that were backed up on the current location. [Restore my files](#)

[Restore all users' files](#)

[Select another backup to restore files from](#)

[Recover system settings or your computer](#)

From then on the **backups** will follow the schedule selected unless you amend it by left-clicking on Change schedule.

11. You may get an error message with the opportunity to


Back up or restore your files

Back up your files

Your last backup did not complete successfully. Your files have not been backed up.

Backup

Location: USB-STICK (E:) [Back up now](#)

 3.72 GB free of 3.72 GB

Backup size: 0 bytes
[Manage space](#)


try again by left-clicking on “Backup now”.

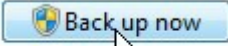
12. Or you may get an error message showing that there is not enough space on the device you've chosen. In this case you will either need to choose another device or reduce the amount you wish to **backup**. Left-click on Options to proceed.

Back up or restore your files



13. Note that there are other proprietary programs which you can use to **backup** files and which may have features you prefer. You can do an internet search for **backup** software and choose from one of the websites which compare the free programs. But we are only considering the Windows 7 version here.

14. The Backup program  will **either backup or restore** files. The latter is when you use the stored **backup** to **restore** the lost programs or files on your hard disk.

15. Once you have completed a successful **backup** you are given the choice to **either backup or restore** files by left-clicking on the appropriate button. 

You will see a screen showing that **backup** is in

PTO

progress.

Back up or restore your files



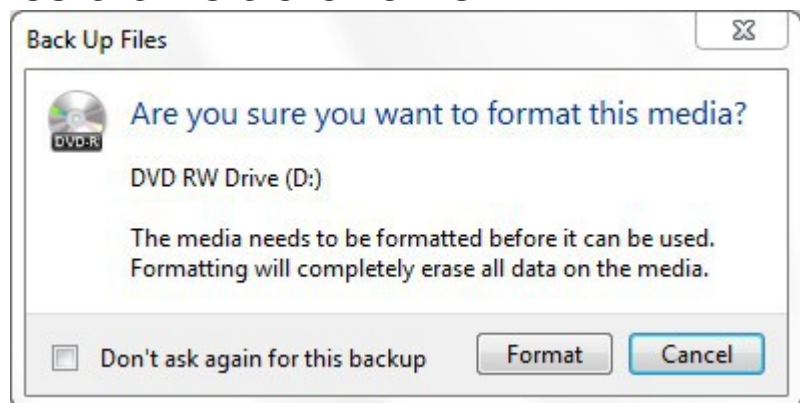
16. If you chose to use either a CD/DVD or USB drive a similar screen asks you to insert removable media.

Back up or restore your files





17. Ignore or close the AutoPlay window. You have to click on More Information where you will be requested to give the item a name and insert it. Left-click on OK.

If it's a new DVD you may be asked about formatting it first. If so left-click on Format. See also para 8.

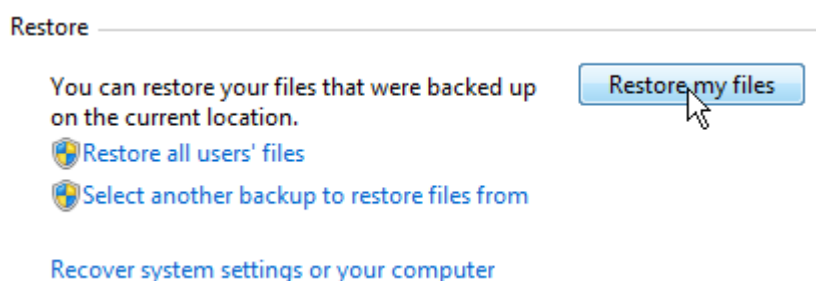


18. You are then given the choice of what to **backup**. Left-click on the appropriate button and then on Next. If you select "Let me choose" then you can choose the required files or programs yourself by left-clicking to tick boxes. See also para 9.

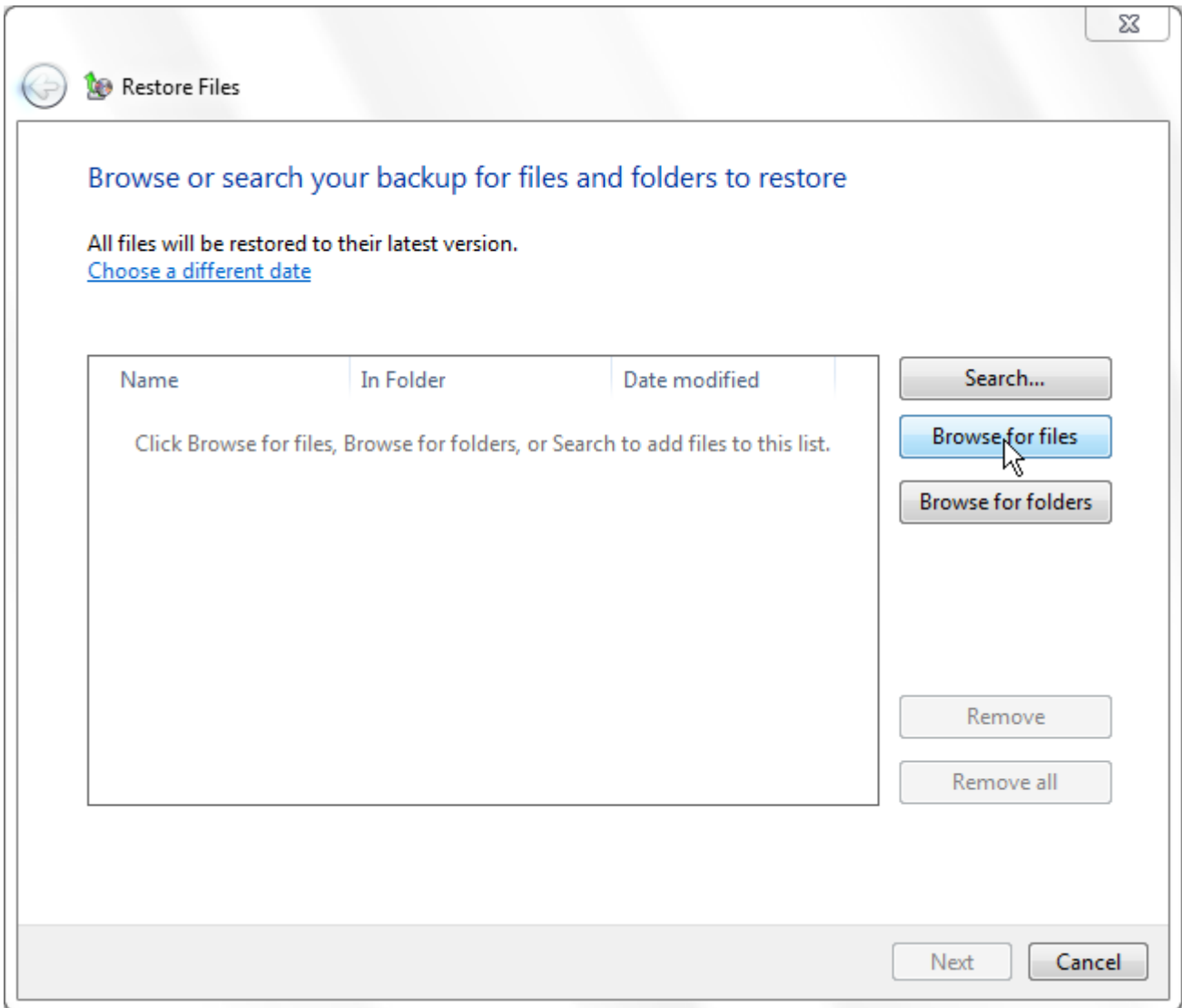
19. It is a good idea to **backup** regularly and this can be set up to do automatically at a fixed time eg weekly. You could also use 2 devices at alternate **backups** so that if one were to fail then the other is still available. But you will have to reselect which device manually each time. Left-click on Change Settings  [Change settings](#) to change the device and alter the frequency/timing.

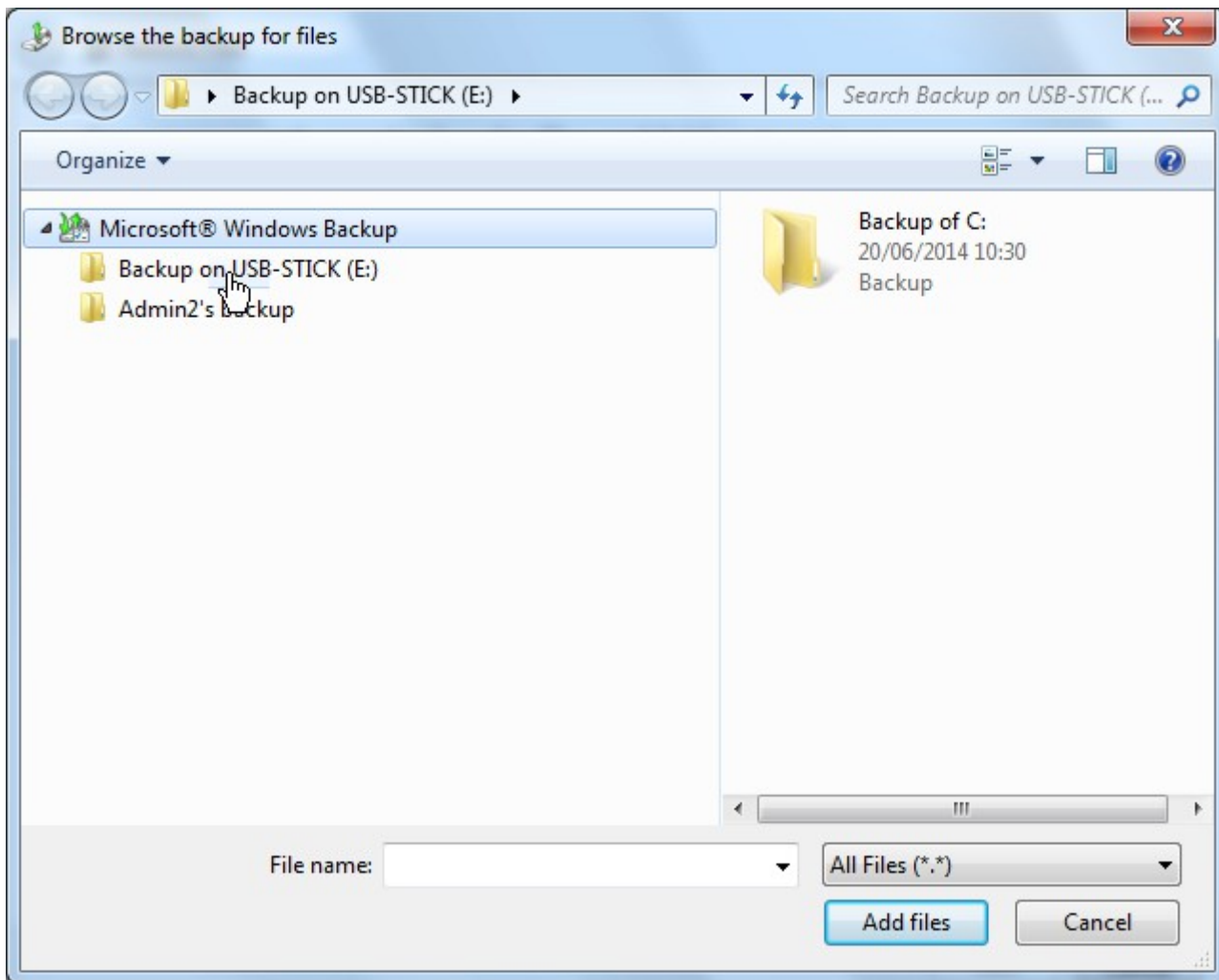
20. The **backup** file would then be used to **restore** the files to their last saved status before corruption by left-clicking on Backup and Restore  and following the procedure as above but choosing to select the **restore** facility by left-clicking on

Restore my files.



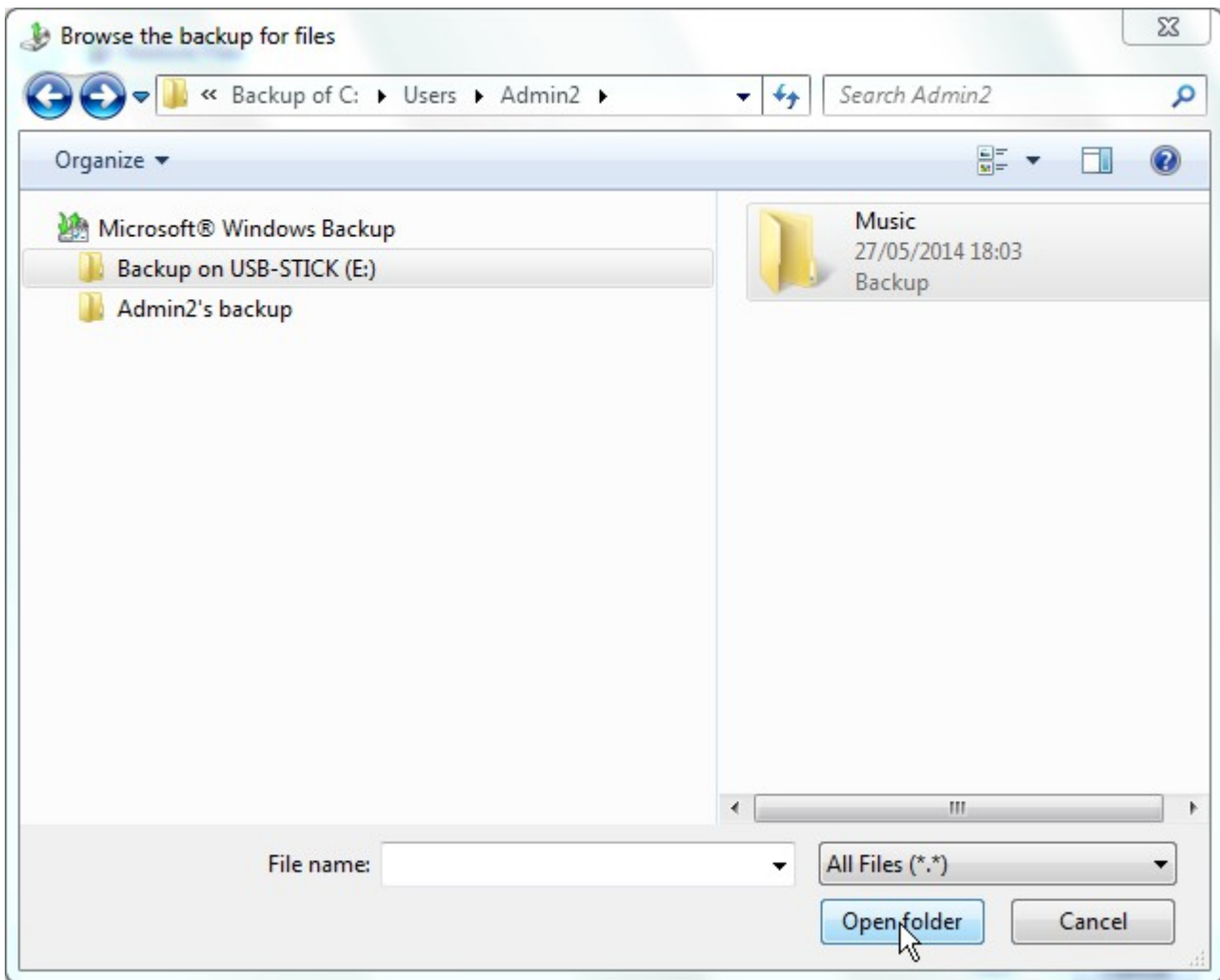
PTO





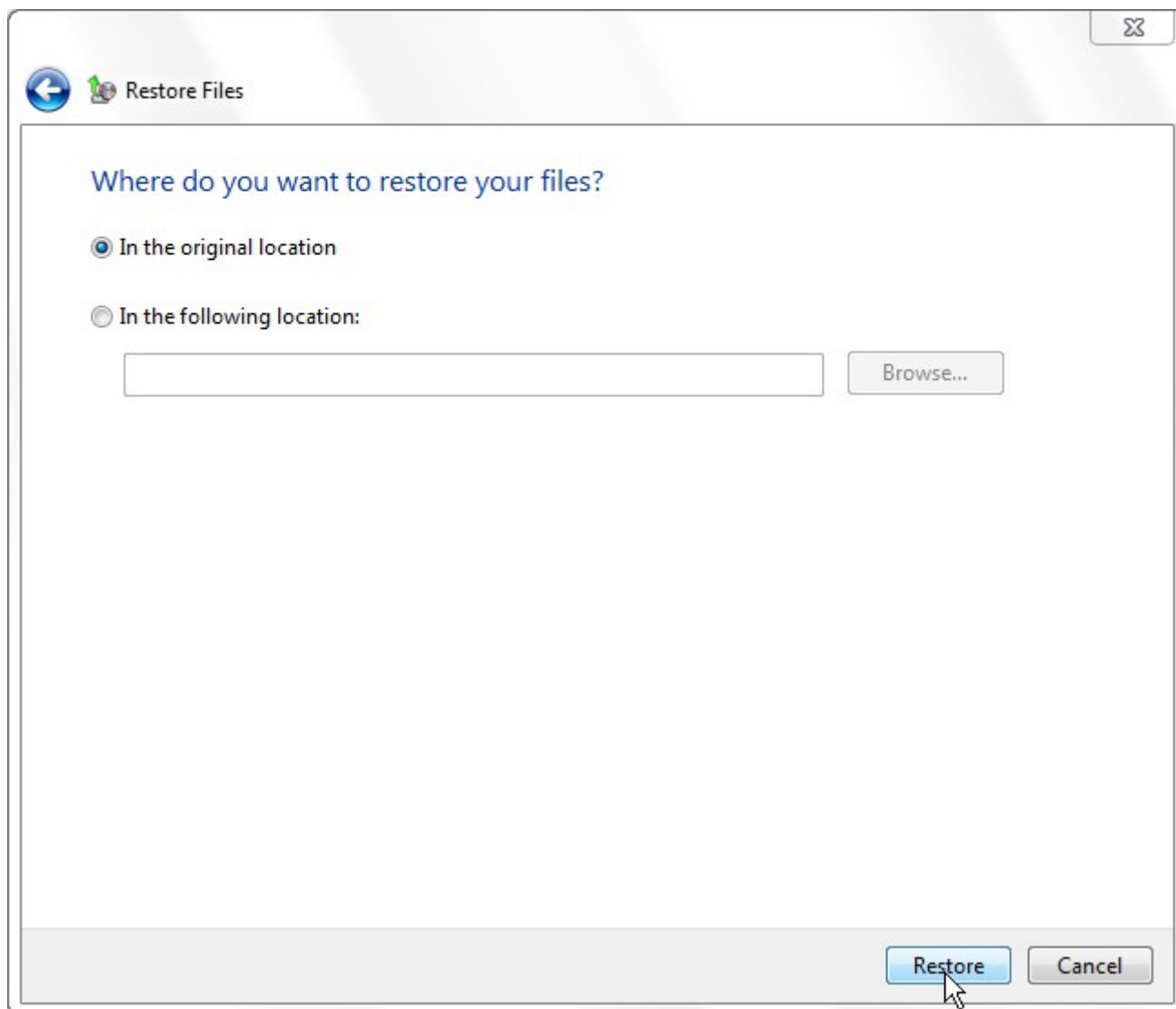
You are given the choice to select which files to **restore** by left-clicking on the right hand folder and then on Add files until you get the folder that you want to **restore**.

PTO



21. Then left-click on Open Folder. Select each file you want to **restore** by left-clicking on each whilst holding down the Ctrl key. Or if you want to select all files left-click on one of them and then press Ctrl A. Then left-click on Add files. You will be shown the list of files chosen then left-click on Next.

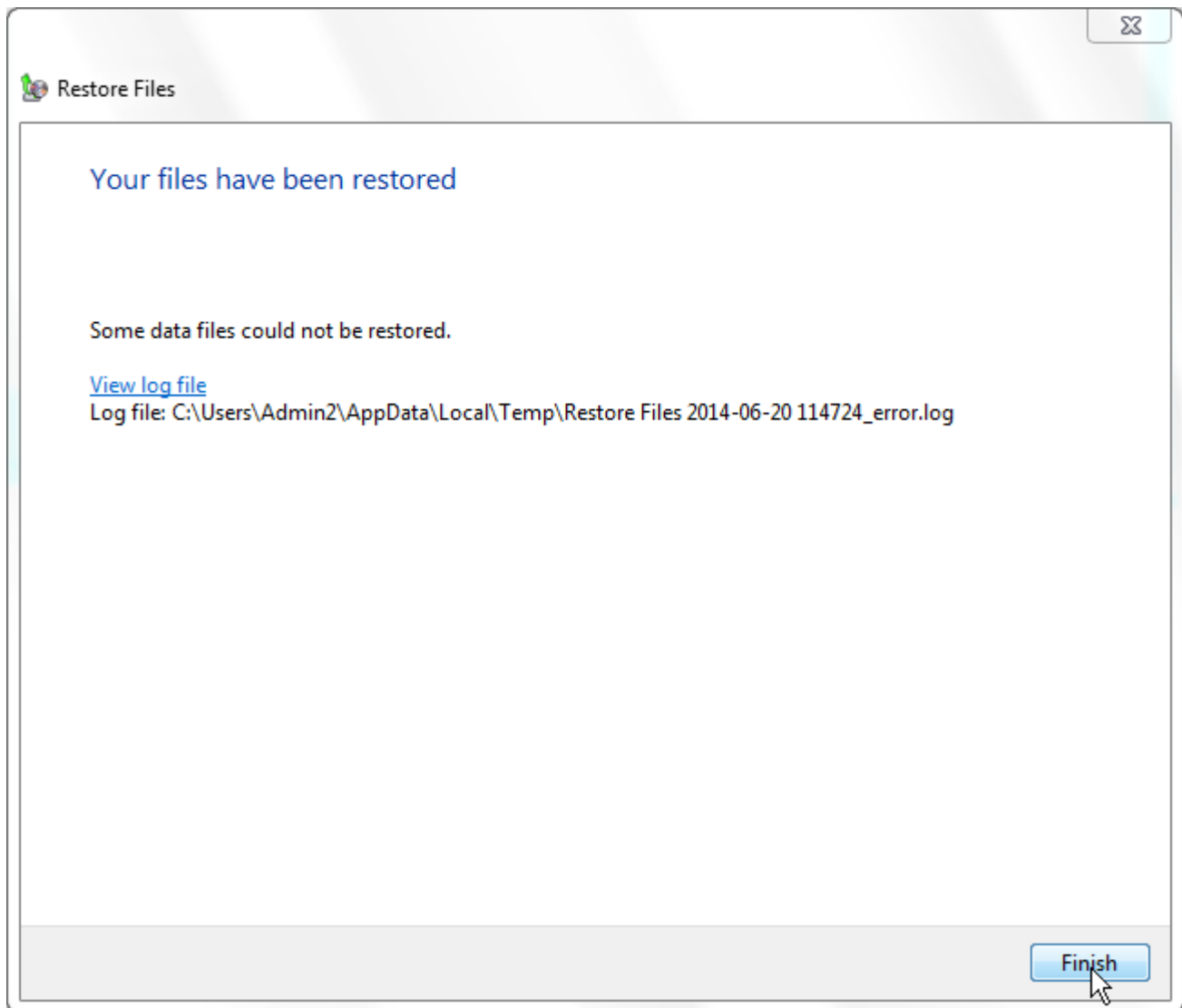
22. Sometimes it may be difficult to find where the file(s) have gone even though you have selected the path; in which case do a Search... (rather than Browse for files) in My Computer drive (C:) on the filename of one of the files to see where it has been stored.



Finally left-click on Restore after selecting where you want to **restore** the files to.




If your files are still in the original location you will get a Window giving you options to Copy and Replace, Don't copy or Copy, but keep both files.

PTO



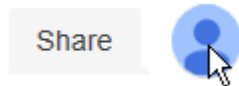
Finally you get a Window showing the status so left-click on Finish. If some files were not restored then these show up in an error log which you can view.

23. An area which is not normally covered in the Windows **backup** facility is **emails**.

However if you are using web-based email like Gmail  Gmail or Outlook (Hotmail)  Outlook you will find that your emails are held by  Gmail or Outlook anyway, up to a limit of many GB, so you can access them on the web.

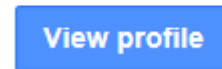
But if you would like to be sure you have them for posterity you can back them up on your computer.

So for Gmail go into Google Accounts by left-clicking on your Profile

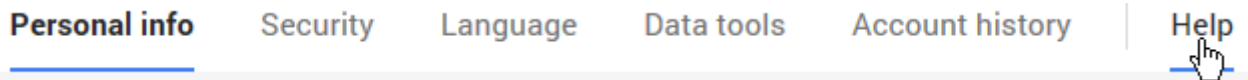


and then on "Account"

[Account](#) – [Privacy](#)



and then on "Help"



and search for "Download your data: FAQ" to tell you how.

For web-based Outlook it is bit more complicated so you're best to search on the web to find out how.

24. So we've covered the basis of **backups**. Let's hope that you never have to use the **restore** facility but if you regularly **backup** you will be prepared if you have to.

